

NOTICE

ADMINISTRATIVE REGULATIONS GOVERNING

INSPECTION OF THE PUBLIC RECORDS OF THE

LOUISVILLE METRO GOVERNMENT


METRO PARKS

Pursuant to KRS 61.870 to 61.884, the public is notified that, as provided herein, the public records of the above named Agency of the Louisville Metro Government are open for inspection by any person on written application to **Michael J. Heitz**, Director, official custodian of the public records of **Metro Parks** whose address is **PO Box 37280, Louisville, KY 40233**, or to **Jason Cissell**, Public Information Officer, official custodian of the public records of Metro Parks at the same address from 8 a.m. to 5 p.m., Monday through Friday, each week, except holidays or officially designated non-working days (such as furlough days). Application forms for the inspection of the public records of this agency will be furnished on request to any person by an employee in this office. Assistance in completing the application form will be provided by an employee on request.

Applicants for the inspection of public records shall be advised of the availability of the records requested for inspection, and shall be notified in writing not later than three (3) working days after receipt of an application for inspection of any reason the records requested are not available for public inspection.

Copies of written material in the public records of this agency shall be furnished to any person requesting them on payment of a fee of ten (10) cents a page; copies of non-written records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished on request, on payment of a charge equal to the actual cost of producing copies of such records by the most economic process not likely to damage or alter the record.

This the 10th day of September, 2009



Michael J. Heitz, Director



METRO
Parks
www.metro-parks.org